

Switch between touch and mouse

If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

Display or hide the ribbon

Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.

View or switch between online accounts

Click your account ID to change settings or switch accounts.

Manage files

Open, create, share, and print your notes. You can also change your account settings here.

Show notebooks

Click the notebook icon to see all of your open notebooks.

Show note containers

Mouse-over any text to show its container. Grab the top bar to move it around.

Tag important information

Prioritize and organize notes with instantly searchable tags.

Find your notes

Use the Search box to find anything in your notebooks, or press **Ctrl+E**.

Create pages

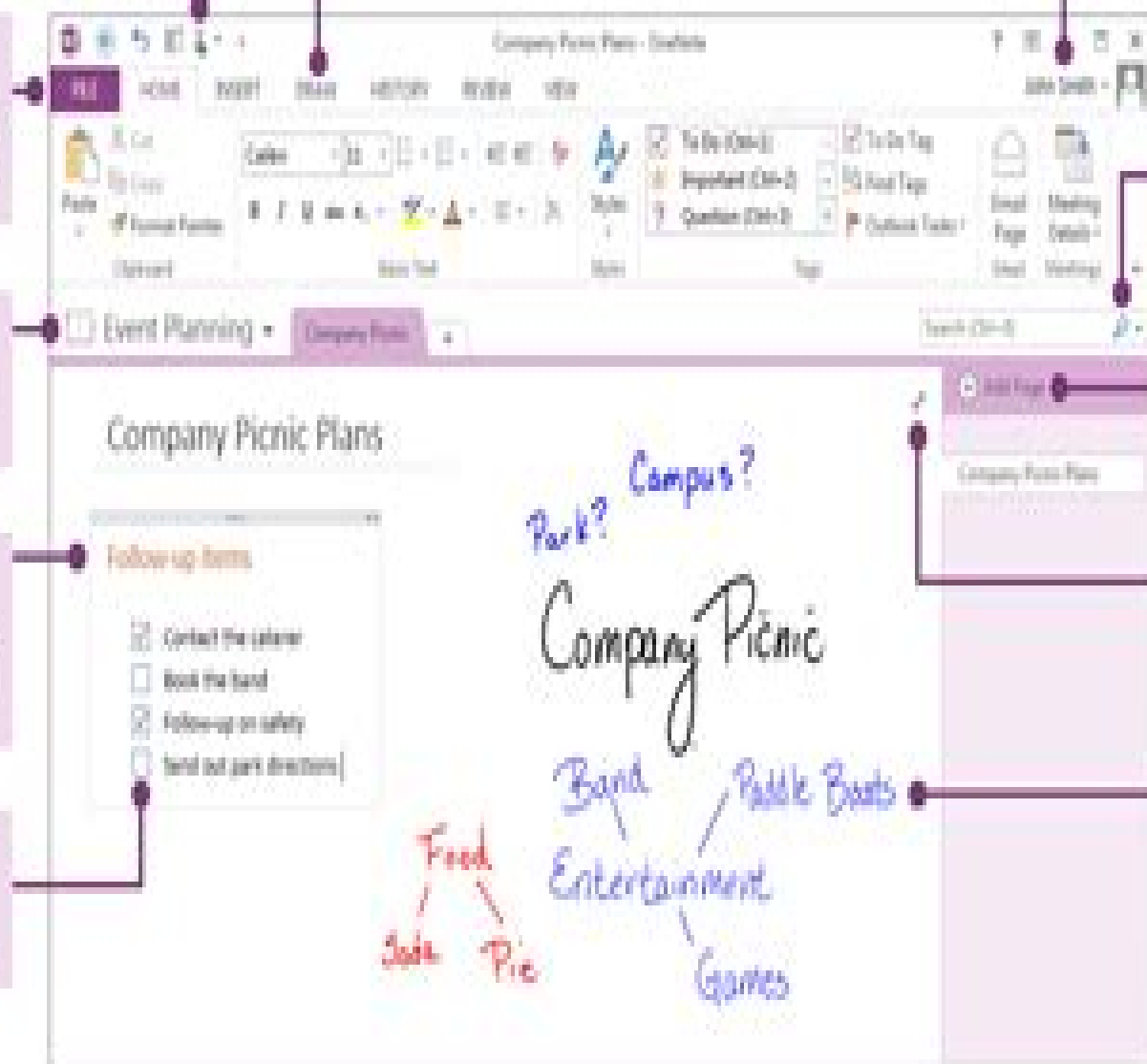
Click **Add Page** to insert a new page.

View a full page

Click the double arrow for Full Page View.

Handwrite, draw, and sketch

Take notes in your own handwriting on a Touch-capable PC.



Onenote User Guide

Chris Will



Onenote User Guide:

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Microsoft OneNote for Windows 10 Introductory Quick Reference Guide TeachUcomp Inc.,2020-05

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OneNote Jack Ecko,2015-05-02

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Microsoft Office OneNote 2003 for Windows Todd Carter, Diane Poremsky, 2003-12 In these pages readers will find everything they need to dive in to the program that answers their demands for a more effective way to integrate the note taking process with today's electronic documents With an interface that resembles a tabbed notebook OneNote mimics pen and paper based note taking but brings a whole new level of efficiency to the process

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